




REFERRED TO

SCHR Members

Memorandum

To: Michael Bridges
Undersecretary

From: Susan Pellegrin 
Human Resources Director

Subject: SCHR Recommendations

Date: July 15, 2009

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BY TRC DATE 7-20-09
BY _____ DATE _____
BY _____ DATE _____

The following is a summary of actions recommended by the SCHR at its June 25, 2009 meeting:

1. To approve the Information Technology Section's request to establish two IT Management Consultant 2 DCL (TS 315) positions to serve as the Department's experts in Project Management/Client Relationship Processes and Vendor Contracts/Budget Processes. If approved, HR will coordinate with the Civil Service Staffing Division to develop supplemental qualifications for both positions.
2. To deny the Materials Lab Section's request to reallocate Jason Davis's position from Engineer 5 DOTD (TS 315) to Engineer 6 DOTD (TS 317) based upon the complexity of the position.
3. To defer action on the Office of Management and Finance's request to reallocate Administrative Assistant 4's in the Financial Services and Audit & Quality Control Sections until the July SCHR meeting so that the HR Section can further research the impact of other possible changes. At that meeting, HR will provide recommended revisions to the Secretarial MOU to include definitions of what determines each secretarial allocation.
4. To amend PPM # 25, Driver's License Requirements, and PPM #21, Substance Abuse and Drug-Free Workplace, to include Electronic Technician jobs as requiring a Class B CDL and random drug testing, respectively.

HR presented the SCHR with a complete list of Engineering Technician allocation criteria, which included the recent changes for ET 5's serving as construction inspectors, as well as clarifications of other allocable factors for ET's throughout the department. This document will also be submitted to Civil Service for their files and information.

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HR presented a project summary and proposed rules governing the Pay for Performance Pilot Program. The SCHR approved the rules as presented. The SCHR additionally approved a total of 100 T.O. over-hires, which will be distributed between each Office, as determined by the appropriate Office Head. HR reviewed the planned vacancy project process with the SCHR which involves coordinating with Section Heads/District Administrators in order to determine which vacant positions will be planned for in the Department's T.O. After determining which of these vacancies will be "funded," all "unfunded" vacancies will be subject to abolishment if vacant for three or more years.

Finally, the SCHR discussed an overall review of all position in the Information Technology job series once the Department's contract study for IT processes is complete. HR will bring this issue back to the SCHR's attention in January 2010 unless instructed otherwise.

Your favorable approval of the above recommendations will be appreciated. Should you have any questions, please contact me.